

ARCHIVAL MAGNETIC TAPE INVENTORY		1. CONTROL NUMBER (For NARS Use Only)	
2. TO: OFFICE OF RECORDS MANAGEMENT NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D. C. 20408		3. FROM: AID/NPIC	
4. ADDRESS OF TAPE LIBRARY Room 2N636			
5. DESCRIPTION OF RECORD CONTENT Mission Coverage Data Management Information Systems All Source Catalog System Attitude, Position & Catalog Data Document Retrieval Index			
6. NATURE AND FREQUENCY OF USE Continual			
7. DETAIL			
A. SOURCE DOCUMENT(S) USED AS INPUT Electrical Transmissions PI Reports etc.		B. TYPE OF TAPE <input checked="" type="checkbox"/> PERIODICALLY REVISED OR UPDATED DATA <input type="checkbox"/> ONE-TIME COLLECTION OF DATA	
C. INCLUSIVE DATES FROM 1961 To Now	D. NUMBER OF REELS 2500	E. LENGTH OF REELS 2400	F. BPI USED 556
G. RUN BOOK <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (Describe) Std record, date, time, run, tapes		H. DUPLICATION ELSEWHERE (Physical or Content) <input type="checkbox"/>	
8. DISPOSITION			
A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO Some of each		B. IF YES, WHEN WILL REELS BE TRANSFERRED TO NARS? Backup is maintained <input type="checkbox"/>	
9. SIGNATURE GENERAL SERVICES ADMINISTRATION	10. TITLE Chief, AID/PSG/NPIC GSA DC 69-3986	11. DATE 24 February 1969	

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AGENCY TAPE LIBRARY CHARACTERISTICS SURVEY

1. AGENCY NAME NPIC	2. DIVISION OR SECTION AID	3. PERSON INTERVIEWED (Name) <div style="border: 1px solid black; width: 150px; height: 15px;"></div>	4. PHONE (Code, ext.) <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
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SECTION I - GENERAL

1. NAME OF MANUFACTURER(S) OF HARDWARE Sperry Rand	2. MODELS OF HARDWARE 490,494,1004, DCT 2000
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3. NUMBER OF REELS 2500	4. IF STANDARD 1/2" TAPE, GIVE LENGTH (Feet) <input type="checkbox"/> 300 <input type="checkbox"/> 1200 <input checked="" type="checkbox"/> 2400 <input type="checkbox"/> 3600	5. DPI USED 556
6. IF OTHER THAN STANDARD 1/2" TAPES MAINTAINED, GIVE SIZE AND NO. REELS		7. NUMBER OF PROGRAMS STORED ON TAPE <div style="display: flex; justify-content: space-around;"> <div>1/2 min</div> <div>3 avg</div> <div>10 max</div> </div>

8. DESCRIBE ARRANGEMENT OF REELS Numerical Sequence in Racks		
9. NUMBER OF DISK PACKS None	10. DATE OF EARLIEST TAPE 1968	11. NUMBER OF TAPES MORE THAN FIVE YEARS OLD 0

12. LIST PROGRAMS FOR WHICH TAPE IS RETAINED FIVE YEARS OR MORE Attitude, Position & Catalog All old tapes duplicated 6 months ago
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13. ARE THERE DIFFICULTIES IN READING OR CORRECTING OLDER TAPE? ☐ NO ☒ YES (Explain)

Inferior tapes from U.S. Magnetic Co. and Ampex. Reason for duplication listed above.

14. DOES LIBRARY MAINTAIN RUN BOOKS AND OTHER PROGRAM DOCUMENTATION? ☒ NO ☐ YES (Briefly describe)

Our documentation staff does.

15. SAMPLES OF TAPE LABELS, RECEIPT, AND DISCHARGE FORMS FURNISHED ☒ NO ☐ YES

GENERAL SERVICES ADMINISTRATION

GSA FORM 7025 OCT 67

SECTION II - LIBRARY ENVIRONMENT	
1. AIR-CONDITIONED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	2. INSPECTION OF TEMPERATURE AND HUMIDITY <input checked="" type="checkbox"/> CONTINUOUS <input type="checkbox"/> PERIODIC <input type="checkbox"/> IRREGULAR <input type="checkbox"/> NONE
3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY None	
4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
6. HOW IS LIBRARY PROTECTED FROM FIRE? <input type="checkbox"/> FIREPROOF FACILITIES <input checked="" type="checkbox"/> SMOKE DETECTION DEVICE <input checked="" type="checkbox"/> SPRINKLERS <input checked="" type="checkbox"/> CARBON DIOXIDE SPRAY <input type="checkbox"/> OTHER (Specify)	
7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.) Plastic	
8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.) Air conditioned building with <i>f</i> ilters, no windows.	
SECTION III - PRESERVATION TECHNIQUES	
1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY: <input checked="" type="checkbox"/> FILE PROTECTION RING <input checked="" type="checkbox"/> RECORDING RETENTION PERIOD ON LABEL <input type="checkbox"/> SPECIAL PROTECTION DEVICE IN HARDWARE <input type="checkbox"/> OTHER (Specify)	
2. INFREQUENTLY USED TAPES REWOUND <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (How often) 2 Years	3. TAPES CLEANED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (How often) As reused
4. TAPES RECERTIFIED <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (How often)	5. TESTING MATERIALS AVAILABLE <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES We have a software test
SECTION IV - REMARKS	

NAME OF EXAMINER

DATE

STAT

24 February 1969

GSA DC 68 5562

GSA FORM OCT 67 7025 (BACK)

AGENCY TAPE LIBRARY CHARACTERISTICS SURVEY

24 Feb 1969

1. AGENCY NAME CIA	2. DIVISION OR SECTION EDPSD, CRS	3. PERSON INTERVIEWED (Name) [Redacted]	4. PHONE (Code, ext.) [Redacted]
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SECTION I - GENERAL

2. NAME OF MANUFACTURER(S) OF HARDWARE IBM		2. MODELS OF HARDWARE 360/40 360/20	
3. NUMBER OF REELS 1161	4. IF STANDARD 1/2" TAPE, GIVE LENGTH (Feet) <input type="checkbox"/> 300 <input type="checkbox"/> 1200 <input checked="" type="checkbox"/> 2400 <input type="checkbox"/> 3600		5. BPI USED 800
6. IF OTHER THAN STANDARD 1/2" TAPES MAINTAINED, GIVE SIZE AND NO. REELS			7. NUMBER OF PROGRAMS STORED ON TAPE None

8. DESCRIBE ARRANGEMENT OF REELS

Numerical by consecutive numbers -- an IBM card deck is maintained of these numbers and project names. Sequences of job name and program numbers are prepared from this IBM card deck.

9. NUMBER OF DISK PACKS 17	10. DATE OF EARLIEST TAPE Jan 1967	11. NUMBER OF TAPES MORE THAN FIVE YEARS OLD none
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12. LIST PROGRAMS FOR WHICH TAPE IS RETAINED FIVE YEARS OR MORE

All records are ~~XXXXXXXXXX~~ housed in the Headquarters Building either in our main working library or our backup tape library. The tape records are of a security nature and will be kept for 5 or more years.

13. ARE THERE DIFFICULTIES IN READING OR CORRECTING OLDER TAPE? ☒ NO ☐ YES (Explain)

Within our two years experience with tapes we have not encountered any difficulty.

14. DOES LIBRARY MAINTAIN RUN BOOKS AND OTHER PROGRAM DOCUMENTATION? ☐ NO ☒ YES (Briefly describe)

All tape records are fully documented in hard copy -- Historical as well as the up to date working copies. No new equipment is proposed at this time that would require conversion. If new equipment should become necessary we would convert the tape records to conform to the new specifications.

15. SAMPLES OF TAPE LABELS, RECEIPT, AND DISCHARGE FORMS FURNISHED ☒ NO ☐ YES

GENERAL SERVICES ADMINISTRATION

GSA FORM OCT 67 7025

SECTION II - LIBRARY ENVIRONMENT

1. IS LIBRARY AIR-CONDITIONED?		2. INSPECTION OF TEMPERATURE AND HUMIDITY			
<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> CONTINUOUS	<input type="checkbox"/> PERIODIC	<input type="checkbox"/> IRREGULAR	<input type="checkbox"/> NONE
3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY					
4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE?			5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL?		
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES			<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		
6. HOW IS LIBRARY PROTECTED FROM FIRE?					
<input checked="" type="checkbox"/> FIREPROOF FACILITIES	<input checked="" type="checkbox"/> SMOKE DETECTION DEVICE	<input type="checkbox"/> SPRINKLERS	<input checked="" type="checkbox"/> CARBON DIOXIDE SPRAY	<input type="checkbox"/> OTHER (Specify)	
7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.)					

Plastic

8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.)

No food or beverage is allowed in the computer room or tape library. Also, rugs are placed in access locations to keep dust from being tracked into the rooms.

SECTION III - PRESERVATION TECHNIQUES

1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY:		<input checked="" type="checkbox"/> FILE PROTECTION RING		<input type="checkbox"/> RECORDING RETENTION PERIOD ON LABEL	<input type="checkbox"/> SPECIAL PROTECTION DEVICE IN HARDWARE	<input type="checkbox"/> OTHER (Specify)
2. INFREQUENTLY USED TAPES REWOUND		3. TAPES CLEANED?				
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (How often) 3 mos.		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES (How often) 1 yr.				
4. TAPES RECERTIFIED		5. TESTING MATERIALS AVAILABLE				
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (How often)		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES				

SECTION IV - REMARKS

NAME OF EXAMINER

DATE

GSA DC 68 5562

GSA FORM OCT 67 7025 (BACK)

ARCHIVAL MAGNETIC TAPE INVENTORY		1. CONTROL NUMBER (For NARS Use Only)	
2. TO: OFFICE OF RECORDS MANAGEMENT NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON, D. C. 20408		3. FROM: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
4. ADDRESS OF TAPE LIBRARY GE0418A Headquarters (CRS)			
5. DESCRIPTION OF RECORD CONTENT Indexes to raw and finished intelligence documents. see attached listings			
6. NATURE AND FREQUENCY OF USE Daily, weekly and monthly			
7. DETAIL			
A. SOURCE DOCUMENT(S) USED AS INPUT Hard copy documents & transcript sheets		B. TYPE OF TAPE <input checked="" type="checkbox"/> PERIODICALLY REVISED OR UPDATED DATA <input type="checkbox"/> ONE-TIME COLLECTION OF DATA	
C. INCLUSIVE DATES FROM Jan 67 TO present	D. NUMBER OF REELS 1161	E. LENGTH OF REELS 2400 ft.	F. BPI USED 800
G. RUN BOOK <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Describe) Fully documented run books		H. DUPLICATION ELSEWHERE (Physical or Content) none	
8. DISPOSITION			
A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		B. IF YES, WHEN WILL REELS BE TRANSFERRED TO NARS? Not planned for at the present	
9. SIGNATURE <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	10. TITLE Chief, Production Control Staff	11. DATE 24 Feb 1969	
GENERAL SERVICES ADMINISTRATION		GSA DC 69-3966 CRS FORM SEP 68 7036	

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C. INCLUSIVE DATES FROM _____ TO _____		D. NUMBER OF REELS	E. LENGTH OF REELS	F. BPI USED	
G. RUN BOOK <input type="checkbox"/> NO <input type="checkbox"/> YES (Describe)			H. DUPLICATION ELSEWHERE (Physical or Content)		
8. DISPOSITION					
A. HAS INFORMATION BEEN DESIGNATED PERMANENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			B. If YES, WHEN WILL REELS BE TRANSFERRED TO NARS?		
9. SIGNATURE		10. TITLE		11. DATE	
GENERAL SERVICES ADMINISTRATION					
GSA DC 69-3966					
FORM SEP 68 7036					

SECTION I - GENERAL